

Manual. 1**Particulars of Organization, Functions and Duties:**

1. The Statistics Section of this Directorate maintains statistical data in various statements pertaining to all the schools and colleges of Government as well as Private Institutions in all respects of students and teachers of this State.
2. Every Academic year this Section calls for information from all the Institutions and thereafter the collected data is scrutinized and tabulated in a **Educational Statistics at a Glance** document. The same is kept available for public reference and information. For this purpose the fresh data is compared with the data of previous year for taking suitable decisions with regard to academic activity in the State.
3. This Section was created in this Directorate and is functioning for more than 35 years in order to maintain details of all the different types of information concerning schools and colleges. However, the document of **Educational Statistics at a Glance** is being maintained since the year 1980-81 onwards. The latest list of **Recognized Educational Institutions in Goa** is also maintained.
4. This Section comprises of :-

| | |
|-----------------------------|---------|
| Statistical Officer | (1) |
| Statistical Assistant | (4) |
| Investigator | (3) |
| L.D.C | (1) and |
| Peon | (1) |
5. The Statistical staff normally collects information by issuing circular to all the concerned institutions and also go personally to some of the schools when information is not received on scheduled time. The data so collected is scrutinized and finally compiled in various statements and submitted for Printing & Binding.
6. This Section also keeps the required information ready in tabulated forms for public reference. Regular reports are sent to Government of Goa and Government of India for their information. Governor's Monthly Report is furnished to General Administration Department (GAD), Porvorim, on monthly basis.
7. The public is well satisfied with the data maintained in the **Educational Statistics at a Glance**. However, if the information is required by any organisation/public in any other form at any time than the same is processed by this section and supplied immediately.
8. Statistical Section, Directorate of Education, Porvorim, Goa.
9. Working hours are from 9.30 am to 13.15 pm and 14.00 pm to 17.45pm for both office and public.
10. The reports and information is sent to all concerned by Registered A.D and D.O letters by Director of Education and when required.

Manual .2**Powers and Duties of Officers and Employees:**

| Sr. No | Designation | Powers | | | Duties |
|--------|-----------------------|--|-----------|---|---|
| | | Administrative | Financial | Others | |
| 1. | Statistical Officer | Supervise staff, sanctions all types of leaves and checks attendance | – | Overall supervision, checking and guidance for scrutiny, compilation and preparation of various statements of data received. | Deals with all correspondence regarding educational statistics and sees that the reports are sent on scheduled time. Any other work as assigned by Superiors. |
| 2. | Statistical Assistant | – | – | Scrutiny and Compilation of data received from Schools and Colleges as well as Private Institutions in all respects of students and teachers of this State. | <ul style="list-style-type: none"> i) Submission of Education Statistics {ES-II (S)}, to Government of India, MHRD, New Delhi. ii) Preparation Educational Statistics At a Glance, and List of Recognised Educational Institutions. iii) Collection of Data from the Special Schools and National Open Schools, iv) Preparation of Governors Monthly Report to be furnished to Under Secretary, ARD, Secretariat. v) Preparation of Numerical Data pertaining to SC/ST of School Education. vi) Submission of required information to the Commission for Linguistic Minority. vii) Preparation of LAQ's and all other miscellaneous work . |

| | | | | | |
|----|--------------|---|---|--|---|
| 3. | Investigator | – | – | Collection of data pertaining to Schools and Colleges taluka wise and compilation of statements as required for the document Educational Statistic at a Glance category wise as ST/SC/OBC and Minority. | Compilation of data as per S.O's instructions, to prepare Educational Statistics at a Glance , document. |
| 4. | L.D.C | – | – | – | Computer typing, maintains different type of leave file, registers daily correspondence as well as inward and outward registers, maintains stationary file. |

Manual .3

Procedure followed in Decision Making Process:

There is no specific procedure in the decision making in this Section. However, as and when any change is required the Statistical Officer approaches the concerned Dy. Director, Director of Administration and Director of Education for a suitable decision in the working procedure of this Section.

Manual .4

Norms set by it for the discharge of its functions:

| Sr. No. | Activity | Time frame/Norm for its completion/disposal | Remarks |
|---------|--|--|--|
| 1. | <ul style="list-style-type: none"> • Education Statistics – {ES-II (S)}. | 31 st December. | The statistical work requires lot of simultaneous checking and correction of the figures and tables till the final publication of Educational Statistical at a Glance is ready. |
| 2. | <ul style="list-style-type: none"> • Compilation of data of schools and colleges. • Preparation of Tables for “Educational Statistics at a Glance”. • Furnishing data for Pocket Book, Goa at a Glance, Socio Economic Indicators, State Domestic Product, Income & Expenditure figures of schools and colleges. | The compilation starts in the first week of November and the work has to be completed by the last week of February of the subsequent year. | |
| 3. | Information for Selected Educational Statistics . | | |

Manual .5**Rules, regulations, Instructions, manuals and records for discharging functions.**

| Sr. No. | Name of the act, rules, regulations etc. | Brief gist of the contents | Reference No if any | Price in case of priced publications. |
|---------------|--|----------------------------|---------------------|---------------------------------------|
| -----N.A----- | | | | |

Manual.6**A statement of the categories of documents that are held by it or under its control.**

| Sr. No | Nature of record | Details of information available | Unit/Section where available | Retention period, where available |
|--------|---|----------------------------------|------------------------------|-----------------------------------|
| 1. | Educational Statistics at a Glance | Details of students & teachers. | Statistics Section | — |
| 2. | List of Recognised Educational Institutions | — | — | — |

Manual .7**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.**

| Sr. No. | Name and address of the consultative committee/bodies | Constitution of the committee/body | Roe and responsibility | Frequency of meetings |
|---------------|---|------------------------------------|------------------------|-----------------------|
| -----N.A----- | | | | |

Manual .8**A statement of boards, council, committees and other bodies constituted**

| Sr. No. | Name & address of the body | Main function of the body | Constitution of the body | Date of constitution | Date up to which valid | Whether meetings open to public | Whether minutes accessible to public | Frequency of meetings | Remarks |
|---------------|----------------------------|---------------------------|--------------------------|----------------------|------------------------|---------------------------------|--------------------------------------|-----------------------|---------|
| -----N.A----- | | | | | | | | | |

Manual .9**Directory of Officers and Employee:**

| Sr.No. | Name | Designation | Office Tel.No | E-mail Address |
|--------|---|-----------------------|---------------|----------------|
| 1. | Smt. Ruth M. D'Mello | Statistical Officer | 2416023 | — |
| 2. | Kum. Kumudini A.P. Dessai. | Statistical Assistant | -do- | — |
| 3. | Smt. Poonam M. Phadate | -do- | -do- | — |
| 4. | Shri. Anil R.Toraskar | -do- | -do- | — |
| 5. | Smt. Varsha R. Sakordekar | -do- | -do- | — |
| 6. | Shri Suraj D. Vernekar | Investigator | -do- | — |
| 7. | Shri Mahesh V. Keny | -do- | -do- | — |
| 8. | Vacant (Due to Promotion and transfer) | -do- | -do- | — |
| 9. | Smt. Artimiz Colaco | L.D.C | -do- | — |
| 10. | Smt.Sudha Palyekar | Peon | -do- | — |

Manual .10**The monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations.**

| Sr.No. | Name | Designation | Pay scale |
|--------|---|-----------------------|------------|
| 1. | Smt. Ruth M. D'Mello | Statistical Officer | 9300-34800 |
| 2. | Kum. Kumudini A.P. Dessai. | Statistical Assistant | 9300-34800 |
| 3. | Smt. Poonam M. Phadate | -do- | 5200-20200 |
| 4. | Shri. Anil R.Toraskar | -do- | 5200-20200 |
| 5. | Smt. Varsha R. Sakordekar | -do- | 5200-20200 |
| 6. | Shri Suraj D. Vernekar | Investigator | 5200-20200 |
| 7. | Shri Mahesh V. Keny | -do- | 5200-20200 |
| 8. | Vacant (Due to Promotion and transfer) | -do- | 5200-20200 |
| 9. | Smt. Artimiz Colaco | L.D.C | 5200-20200 |
| 10. | Smt.Sudha Palyekar | Peon | 5200-20200 |

Manual .11**The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made):****Non-Plan Budget**

| Major Head | Activities to be performed | Sanctioned Budget | Budget Estimates | Revised Estimates | Expenditure for the last year |
|---------------|----------------------------|-------------------|------------------|-------------------|-------------------------------|
| -----N.A----- | | | | | |

Plan Budget

| Name of the plan scheme | Activities to be undertaken | Date of commencement | Expected date of completion | Amount sanctioned | Amount disbursed/spent |
|-------------------------|-----------------------------|----------------------|-----------------------------|-------------------|------------------------|
| -----N.A----- | | | | | |

Manual .12**List of Institutions given subsidy:**

| Sr.No. | Name & address of the institution | Purpose for which subsidy provided | No. of beneficiaries | Amount of Subsidy | Previous years utilization progress | Previous years achievements |
|---------------|-----------------------------------|------------------------------------|----------------------|-------------------|-------------------------------------|-----------------------------|
| -----N.A----- | | | | | | |

List of individuals given subsidy.

| Sr.No. | Name & address of the beneficiary | Purpose for which subsidy provided | Amount of Subsidy | Scheme and Criterion for selection | No of time subsidy given in past with purpose |
|---------------|-----------------------------------|------------------------------------|-------------------|------------------------------------|---|
| -----N.A----- | | | | | |

Manual.13**Particulars of Recipients of Concessions, permits or authorization granted by it.**

| Sr. No. | Name & address of the Beneficiary | Nature of concession/permit/ authorization provided | Purpose for which granted | Scheme and Criteria for Selection | No of similar concession given in past with purpose |
|---------------|-----------------------------------|---|---------------------------|-----------------------------------|---|
| -----N.A----- | | | | | |

Manual.14**Particulars of Recipients of Concessions, permits or authorization granted by it.**

| Sr.No | Activities for which electronic data available | Nature of information available | Can it be shared with public | Is it available or is being use as back end data base. |
|---------------|--|---------------------------------|------------------------------|--|
| -----N.A----- | | | | |

Manual .15**Particulars of the facilities available to citizens for obtaining information:**

| Sr. No. | Facility available | Nature of information | Working Hours |
|------------------------|--|---|--|
| 1. Information Counter | - | - | - |
| 2. Web site | www.education.goa.gov.in | Statistical Publication <ul style="list-style-type: none"> • Educational Statistics at a Glance of Students and Teachers. • List of Recognised Educational Institutions. | - |
| 3. Library | - | - | - |
| 4. Notice Board | - | - | - |
| 5. Others | Ready Publication in Statistics Section. | <ul style="list-style-type: none"> • Educational Statistics at a Glance of Students and Teachers. • List of Recognised Educational Institutions. | 9.30 am to 13.15 pm and 14.00 pm to 17.45 pm |

Manual.16**Name & designation and other particulars of Public Information Officers.**

| Sr.No. | Designation of the officer designated as PIO | Postal Address | Telephone No. | Email-Address | Demarcation of area /activities, if more than one PIO is there |
|---------------|--|----------------|---------------|---------------|--|
| -----N.A----- | | | | | |

List of Assistant Public Information Officers.

| Sr.No. | Designation of the officer designated as APIO | Postal address | Telephone No. | E-Mail address | Demarcation of area/activities, if more than one APIO is there. |
|---------------|---|----------------|---------------|----------------|---|
| -----N.A----- | | | | | |

First Appellate Authority with in the department.

| Sr.No. | Designation of the officer designated as First Appellate Authority | Postal address | Telephone no. | E-mail address |
|---------------|--|----------------|---------------|----------------|
| -----N.A----- | | | | |

Manual .17**Other information as may be prescribed.**

There is no other special information as far as this Section is concerned. However, the required data is furnished to the public as and when asked as per the directives of **Director of Education.**